

**STATE SAFETY COUNCIL
MEETING MINUTES
Host: Oregon State Office
January 26, 2004**

Attendance:

Barron Bail - Associate State Director (Acting)
Barron Bail – Prineville. East Side District Manager
Kathy Eaton - Deputy State Director for Management Services
Doug Parker – Medford. West Side Line Supervisor Representative
Mike Sweeny – Spokane. East Side Line Supervisor Representative
Dave Kincaid – Salem District Safety Manager
James Chandler - State Safety Manager (Recorder)

Agenda

- Introductions
- Accident Trend Analysis
- Compliance Assessment – Safety, Health, and the Environment (CASHE)
Update: WO-360 Issues
- Review of December OR/WA Safety Managers Workshop
- Outline Requirements of the Bureau of Land Management (BLM)
Directors Annual Safety Policy Letter
- Review BLM Director’s Annual Safety Policy Letter and Requirements

Barron Bail opened the meeting at 10:00 a.m.

DISCUSSION

Accident Experience Review/Cumulative Comparison. 1st Quarter FY 2004.

Note: All Statistical Data is drawn from Department of the Interior (DOI) Safety Management Information System (SMIS) database.

• **Personal Injury/Illness**

	01 Oct 02 - 31 Dec 02	01 Oct 03 - 30 Dec 03
Total Injury Cases	29	14
Total Illness Cases	2	0
Fatalities	0	0
Lost Time Cases	7	7
No Lost Time Cases	24	7
Days Away From Work	32	13

- **Vehicle Accident Experience**

Vehicle Accident Experience Cumulative Comparison 1st QRT FY 2003

	01 Oct 02 - 31 Dec 02	01 Oct 03 - 31 Dec 03
Total Incidents	10	9
Total Costs	\$16,670	\$8,589
Average Cost	\$1,667	\$954

Accident Experience Review/Cumulative Comparison. FY 2002 - 2003.

Note: All Statistical Data is drawn from the DOI SMIS database.

- **Personal Injury/Illness**

	FY 2002	FY 2003
Total Injury Cases	159	156
Total Illness Cases	23	14
Fatalities	0	0
Lost Time Cases	37	36
No Lost Time Cases	145	134
Days Away From Work	194	188

The majority of our injuries are slips, trips, and falls that result in strains and sprains. The accident prevention plan for field workers being developed will help in our mishap prevention efforts for field employees. It should also be noted that this Calendar Year (CY) the Federal Government will transition from using the traditional accident reporting/recording requirements in 29 CFR 1960 to the same system that general industry has been using throughout the Nation – 29 CFR 1904. Most Safety Managers received training in the new system at our workshop in December and the DOI SMIS system has been modified to comply with the new requirements. The changes are significant and will require vigilance by supervisors inputting SMIS accident reports as well as safety managers reviewing cases in SMIS.

- **Vehicle Accident Experience**

Vehicle Accident Experience Cumulative Comparison FY 2002 – FY 2003

	FY 2002	FY 2003
Total Incidents	67	60
Total Costs	\$145,000	\$95,140
Average Cost	\$2,164	\$1,585

Inattention and speed[ing] to fast for conditions are still the primary cause of our vehicle accidents. Supervisors must lead by example and safety briefings must include warnings about excessive speed and situational awareness.

OR/WA Safety Workshop

OR/WA Safety Managers met in Boise for their annual workshop in December. There were three major items on the agenda:

- One was the new Occupational Safety and Health Administration/Act (OSHA) Accident Reporting/Recording requirements. The Department of Labor, OSHA, presented the new requirements and offered advice on how 29 CFR 1904 could be implemented and how OSHA interprets certain parts of the law. The Department of Interior SMIS Manager presented changes to the SMIS to accommodate the new requirements and answer questions about the SMIS program. Since both OSHA and the SMIS manager were together they were able to clarify some outstanding questions. Since this was the first training in BLM on the new law, the Bureau Safety Manager and several State Safety Managers attended the workshop.
- There was a lengthy discussion on rewriting the Safety Managers Position Descriptions to better describe their current duties. A revised Position Description (PD) has been drafted and is being reviewed. Kathy Eaton will review the PD next week and then it will be sent to Personnel for classifying.
- Michael K. Williams, Burns District Safety Manager, has developed an in depth Risk Management training class for Burns District employees and presented an overview of the training for the workshop. The training consists of 6 blocks and the completion of a Risk Management project.

Accident Prevention Plan for Field Workers

This issue was carried over from the last meeting. The original requirement was for each safety manager to complete a plan by February 1, 2004. A decision was made at the Safety Workshop that Kipp Wagner, Eugene Safety Manager, would lead a team to draft a plan that could be adopted by each District. The new due date is February 15, 2004.

Director's Safety Policy Letter

The BLM Director issued an Annual BLM Safety and Health Policy memorandum (Washington Office Information Bulletin (IB) 2004 – 031, dated November 13, 2003) outlining her expectations for the BLM Safety Program. The memo starts out by saying that she places a high importance on the safety and health of our employees and reiterates the requirements of 29 CFR 1960 to provide safe facilities and operations free from recognized hazards for our employees. She stresses that safety is not a negotiable priority that can be adjusted as conditions or budgets change. The memo also requires that a safety Element be included in Employee Performance Plan and Results Report (EPPRRs) for Managers responsible for facilities and all Supervisors. The memo also requires the full implementation of Risk Management and states that safety will be factored into all BLM decisions.

IB NO. OR-2004-052, dated December 19, 2003, outlines requirements for the Safety Element in EPPRRs.

CASHE Condition Assessments

The FY 2003 update to CASHE audits in OR/WA completed in June 2003 shows that eight of

our Districts were reported in “good” safety, health, and environmental condition as defined in the Performance Measure Data Specification 01.04.01.04. For a District to be reported in “good” condition, they must have had no more than 2 high priority CASHE findings open. For FY 2004 that number will fall to 1 high priority findings and to zero in FY 2005. All findings during a CASHE audit are prioritized with Risk Assessment Codes (Resource Advisory Council (RAC) Codes) for Safety findings and Priority Level Codes for Environmental findings. More serious findings are given a higher RAC Code or Priority Level Code.

In accordance with OR/WA Instruction Memorandum (IM) No. OR-2003-039, the State Safety Council reviewed the status of open high priority CASHE findings. The table below reflects what was reported to the DOI for OR/WA under Performance Measure Data Specification 01.04.01.04.

Office	Priority IB	RAC	Reported “Good”
Burns	2	0	YES
Coos Bay	2	0	YES
Eugene	1	1	YES
Lakeview	9	1	NO
Medford	2	0	YES
Prineville	1	0	YES
Roseburg	2	0	YES
Salem	0	0	YES
Spokane	1	0	YES
Vale	18	1	NO
OSO	N/A	N/A	N/A

CASHE, WO-360, Issues

WO-360 wants a review of the CASHE Program to ensure that it is effective and efficient. A review was done by the CASHE Lead, Ken Morin, and another done by a team late last year; however, WO-360 would not accept the findings of either review. WO-360 briefed the Field Committee last year and suggested that they were going to stop funding for the CASHE in FY 2004 while it was again reviewed. The Field Committee rejected the proposal and said that the CASHE would be fully funded in FY 2004 while it was being reviewed. Another team was organized and asked to review the program in Denver the week of January 12, 2004. The team consisted of two safety managers, OR/WA and Alaska, Hazardous Materials (HAZMAT) specialist, an Oil and Gas representative, and several managers. The team was briefed that WO-360 had made the following assumptions based on data they gathered:

- That the cost is too high
- That there is little accountability among BLM supervisors and managers
- Personnel turnover in the program (Safety, HAZMAT, Engineering) is high
- Internal communications within BLM is poor
- Leadership/ownership and support for the CASHE in the field is very low

These conditions certainly do not apply to OR/WA BLM and based on conversations with other State Safety Managers does not exist in other states. The team is drafting a report and will brief the Field Committee at their Sacramento, California meeting in February. The team made the

following conclusions in January:

- The average cost of a CASHE is \$12,500 – inexpensive compared to other BLM Program assessments
- There is strong leadership support for the CASHE
- Repeat findings were used as a gauge for measuring leadership support – “repeat” findings have not been well defined by the CASHE Program
- Findings are carried on open CASHE reports until they are abated – Hazard Abatement Plans should be used
- Points of Contact for the CASHE need to be established at each State
- A real time database of findings needs to be established
- The CASHE Program is highly successful

OR/WA Safety Program Management Review

The OR/WA Safety Program underwent a Program Management Review on November 2003. BLM Safety Programs are rated against the Six Essential Safety and Health Program Elements listed in the BLM Manual 1112-1, Safety, using a simple Green, Amber, Red rating guide. Green means that all program elements are in place and functioning properly; Amber means that all program elements in place, but not effectively implemented, or only some program elements in place, significant work is still required; and Red means that little if any required elements are in place and/or effective. The results of the review were excellent:

- **BLM Program Rating:**

Program Management	Green
Training/Education	Green
Safety and Health Promotions	Amber
Recordkeeping/Accident Investigation	Amber
Safety Inspections	Green
Program Analysis/Evaluation	Green

- **OR/WA BLM Program Rating:**

Program Management	Green
Training/Education	Green
Safety and Health Promotions	Green
Recordkeeping/Accident Investigation	Green
Safety Inspections	Green
Program Analysis/Evaluation	Green

Mr. Prater summarized our Safety Program: The Oregon/Washington Safety Program is excellent, with no serious faults in any of the six program elements.

There were two areas that were identified that could be improved:

1. The State Safety Action Plan needs to be more detailed. Each item in the Action Plan must be quantifiable and have a performance metric assigned to measure results. District

offices should have local safety action plans tailored to implement the state plan and to deal with local conditions.

2. Risk Assessment and Management needs continued emphasis on implementation throughout the state (excluding Burns).

One other observation was made by Mr. Prater: This is an observation, not a discrepancy. Most of the offices indicated problems/issues with safety training tracking. All were getting it done, but it poses serious difficulties. Consideration should be given to a statewide tracking system.

We have been looking at different methods of tracking training. We hope to implement a system that helps Supervisors track training in the near future.

Mr. Prater outlines several benchmark opportunities:

- The State Safety web page is excellent. Well organized and with all the information and guidance needed by field safety and management personnel.
- The self-evaluation and Staff Assistants Visit (SAV) system is an excellent way to ensure program evaluation. Best system in BLM.
- The Salem “Near Miss” computer reporting system is very effective and an excellent tool.
- The Burns Risk Management certification training is great!

The Program Management Review (PMR) went as well as it did because, simply put, we have professional safety managers who are supported by managers who are dedicated to managing the risk their employees are exposed to and providing them with every opportunity to complete their tasks in a safe, effective, and efficient manner. Thank you for your attention to detail and hard work!

Mr. Chandler reviewed a new Presidential initiative: The Safety, Health, and Return-to-Employment (SHARE) Initiative. The initiative’s four goals cover the most important elements of a strong safety and health management program: lower workplace injury and illness case rates, lower lost-time injury and illness case rates, timely reporting of injuries and illnesses, and fewer lost days resulting from work injuries and illnesses. These are basic goals of any good safety and health program. DOI should be providing details on how the Bureau should implement this initiative.

Barron Bail asked the State Safety Manager to develop and publish a policy on Automated External Defibrillator’s (AEDs). Several Districts already have a robust AED program, their programs will be reviewed and one developed for the State.

Mr. Bail also added that he thought the safety program should pursue something that Mr. Chandler had mentioned earlier – that Safety is a profit center for the organization not a cost center. The reduction of compensation costs, improved efficiencies, and increased morale associated with an active and successful safety program results in tangible savings to the organization.

Next Meeting

The next meeting will be in Vale on Monday, May 10, 2004. Exact time and location is to be determined.